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UNITED STATES GOVERNMENT

# Memorandum

TO : Executive Officer, Office of Logistics

DATE: 26 MAY 1964

FROM : Chief, Procurement Division/OL

SUBJECT: Processing of Requisitions for Services and Repairs

1. Attached are several papers dealing with the problem of processing of service and research and development type requisitions which have heretofore been routed to the Procurement Division through Supply.

2. Approximately two years ago, this Division arranged by mutual agreement with the Supply Division to have all research and development requisitions routed directly to Procurement in the interest of saving time in the processing of such requisitions. Now the Supply Division is proposing that service and certain other types of lease and rental requests should be routed directly to the Procurement Division rather than to Supply, since there is no actual processing or contribution which the Supply Division can make to these types of requests.

3. The total of research and development and service type requisitions will run into several thousand requisitions annually which the Supply Division will no longer be required to process nor to handle. Procurement Division cannot absorb any additional workload with present personnel, as we already have existing shortages, particularly in the Support & Control Staff, as well as elsewhere.

4. At your suggestion, I proposed to the Chief, Supply Division that they transfer one GS-4 or GS-5 slot from Supply Division to Procurement Division in view of the transfer of workload, and he has declined to enter into such an agreement. Accordingly, I therefore recommend that this matter be referred to the individuals of the Operations Management Review Staff/OL to investigate as this Division cannot concur with the transfer of workload without transfer of at least one employee for that purpose.

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Attachments:

1. Memo to C/PD from C/SD  
4th 27 Mar 64 (OL 4 2206)
2. 4 Drafts by OL/PD on same subj.

**SUBJECT:** Processing of Requisitions for Services and  
Repairs

**Distribution:**

Orig. & 1 - Addressee, w/att  
1 - Chief, SD/OL  
1 - OL/PD (Official)  
1 - Chief, SACB/PD/OL

OL/PD  (25 May 64)

TAB *A*

Chief, Procurement Division

27 MAR 1964

Chief, Supply Division

**Processing Requisitions for Services and Repairs**

1. The Systems Analysis Group, in the process of reviewing Supply Division operations, examined those requisitions involving purchase actions for a period of two weeks. Included in the purchase actions extract were 38 requisitions representing requests for repair and/or services for various elements in the Headquarters area. The eight sample requisitions attached are representative of the types of items involved in these services and repair requisitions. These requisitions require no action within the Supply complex, they do not involve property, they do not cite the bulk procurement allotment funds, and there is no reason for these actions to be received and/or processed by Supply Division. In projecting this situation for a full year, these actions will total 1,134 requisitions received, recorded, processed, and duplicated (25 copies in each case). Copies of these actions are likewise forwarded to the OL/Budget & Fiscal Officer who examines and files all copies although there is no valid reason for this action as in all instances the funds cited represent the requesting office's allotment.

2. We propose to discontinue the processing of subject requisitions in Supply Division as of 1 April and shall forward any and all subject requisitions received directly to Procurement Division to be recorded and processed in the 100,000 voucher series previously provided to your division for requisitions not involving property. (See PD Memorandum #62-21, dated 25 January 1962, Subject: Processing of Certain Prescribed Requisitions Directly Between Requisitioner and Procurement Division.) Supply Division has no requirement for any copies of these service requisitions.

3. This division is presently studying the requisitioning procedure and proposes to publish a new requisition handbook, at which time we contemplate advising operating components to submit all requests for services and repairs on a form other than the present requisition, Form 88.

4. The Standard Form 44a, presently used by other elements in Headquarters, is adequate for the necessary documentation involved in these repair and services actions. We strongly urge

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SUBJECT: Processing Requisitions for Services and Repairs

that you give serious consideration to the utilization of this form, which would be originated by the customer and should satisfy the requirements of the procurement action, invoicing, and payment by the Office of Finance.



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Distribution:

Orig & 1 - Addressee

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OL/SD:



(27 March 1964)

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TAB

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**SUBJECT: Processing of Service/R&D Type Requisitions**

shall be used for identification and control purposes in accordance with the system and procedures outlined below:

a. A number, from the series of numbers 1,999, prefixed by the fiscal year and separated by a dash (example: 65-1000) shall be applied to each requisition upon receipt, and one copy returned to the respective requisitioning component. This number shall become the procurement document number for all unnumbered orders or contracts, and shall be incorporated as part of the number for all numbered contracts, in accordance with the current established procedures.

b. The numbers 1 through 499 are reserved and will be used exclusively for annual repetitive type services which are divided into the following basic groups.

- (1) Numbers 1 through 99 - Lease or Rental Services.
- (2) Numbers 100 through 199 - Repair Services.
- (3) Numbers 200 through 299 - Maintenance Services.
- (4) Numbers 300 through 499 - Miscellaneous Services.

The General Procurement Section shall be responsible for the control and processing of all requisitions falling in the 1 through 499 categories.

c. The control and processing of all others shall be the responsibility of the Support & Control Staff.

M. I. McHugh

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D-R-A-F-T

**MEMORANDUM FOR:** Logistics Administrative Officers  
**FROM:** Director of Logistics  
**SUBJECT:** Change in Procedures for Processing Certain  
Service Type Requisitions

1. The purpose of this memorandum is to advise you of certain changes in the procedures relating to processing of service type requisitions. The change in procedure is being undertaken to reduce paper work as well as processing time, with the end results being beneficial to all concerned.

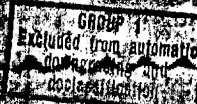
2. Effective 1 July 1964, requisitions requiring procurement action for any of the types of services indicated below, wherein the cost thereof is not applicable to the bulk stock allotment account, and there is no property accountability involved, will be forwarded direct to the Procurement Division, Room 1608 Quarters Eye Building, for processing and necessary action.

- a. Lease or rental of personal property,
- b. Maintenance or repair of personal property,
- c. Miscellaneous services (laundry, news ticker),
- d. Research and development work (base or study type Contracts).

3. A form for use in requesting the above type services is being developed, but will not be available for at least four to five months. During the interim period, form 68 or memorandum, in duplicate, will be accepted and processed as follows:

The Procurement Division, upon receipt of requisition or

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**SUBJECT: Change in Procedures for Processing Certain Service Type Requisitions**

memorandum request, will assign a control number and return one copy to the respective requisitioning activity.

**JAMES A. GARRISON**

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D-R-A-F-T

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TO: Chief, Fiscal Division

FROM Chief, Procurement Division

SUBJECT: Simplifying Procedures for processing payment of certain Repair Services

for processing and payment of certain types of repair services. The repair services in question are termed "Individual Repairs" and defined as repairs to government-owned personal property not on an annual contract basis.

2. The current procedure for such repairs is as follows:

The respective component or office initiates the requisition, Form 88, which is processed through the Supply Division and then to Procurement Division for action. In many instances the request is made via telephone, followed by a confirming requisition. A form 1458, Order-Invoice-Voucher, is issued by the Procurement Division, either before the repairs are effected or, as in most cases, on a confirming basis.

3. In an effort to reduce paper work, effective 1 July 1964, the Supply Division will discontinue processing requisitions, form 88, for such repair services, and such requisitions will be sent direct to the Procurement Division. To further reduce paper work, it is our desire to eliminate, where ever feasible, the issuance of form 1458, in lieu thereof to annotate the invoice from the respective component with a request/order number, allotment chargeable, signed by an approving official and forwarded to your office for payment.

4. If you concur in this procedure, immediate steps to establish same will be taken.

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